

STATE OF MONTANA TERM CONTRACT

DEPARTMENT OF ADMINISTRATION
PURCHASING BUREAU
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HELENA MT 59620-0135
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www.mt.gov/doa/ppd/index.htm

T.C. #412-N

DRUG/ALCOHOL TESTING PROGRAM

CONTRACT PERIOD	FROM	February 1, 1997	CONTRACT YEAR	NEW ()
	TO	May 31, 1998		RENEW (XX) Third Year
VENDOR ADDRESS	Admed Ltd. 1424 W. Century Avenue, Ste 106 Bismarck ND 58501		ORDER ADDRESS	Admed Ltd. 1424 W. Century Avenue, Ste 106 Bismarck ND 58501
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PRICES ➤ Per Attached
DELIVERY ➤ Per Attached
F.O.B. ➤ Per Attached
TERMS ➤ Per Attached

REMARKS:

NYLA J. JOHNSON, Contracts Manager

AUTHORIZED SIGNATURE/DATE

STATE OF MONTANA - TERM CONTRACT
Standard Terms and Conditions

The following standard terms apply unless specifically stated otherwise within the term contract.

REFERENCE TO CONTRACT

The contract (Purchase Order) number MUST appear on all invoices, packing lists, packages and correspondence pertaining to the contract. Furnish all invoices in triplicate.

SHIPPING

Goods shall be shipped prepaid, F.O.B. Destination. In the event the terms specify F.O.B. Shipping Point, shipping charges will be prepaid and itemized as a separate line item on invoicing. Such shipments shall be via the least expensive way. The State reserves the right to refuse any C.O.D. delivery.

PAYMENT TERM

All payment terms will be computed from the date of delivery of goods OR receipt of a properly executed invoice, whichever is later. The State is allowed 30 days to pay such invoices.

TAX EXEMPTION

The State of Montana is exempt from Federal Excise Taxes (#81-0302402).

HAZARDOUS CHEMICAL INFORMATION

The contractor shall provide one set of the appropriate material safety data sheets and container label upon delivery of a hazardous chemical to the user agency. All safety data sheets and labels will be in accordance with the OSHA "Hazard Communication Rule", 29 CFR 1910 and 50-78-101 through 50-78-402 MCA.

VENUE

This contract is governed by the laws of Montana. The parties agree that any litigation concerning this bid, proposal or subsequent contract must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees.

NON-DISCRIMINATION

The contractor must comply with the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973.

All hiring for goods and services purchased by this contract must be on the basis of merit and qualifications; there may not be discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing this contract.

The State of Montana does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals who need aids, alternative document formats or services for effective communications or other disability-related accommodations in the programs and services offered, are invited to make their needs and preferences known to this office. Please provide as much advance notice as possible for requests.

HOLD HARMLESS/INDEMNIFICATION

The contractor agrees to indemnify the state, its officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands and causes of action of any kind or character, including the cost of defense, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed, goods or rights to intellectual property provided or omissions of services or in any way resulting from the acts or omission of the contractor and/or its agents, employees, subcontractors or its representatives under this agreement, all to the extent of the contractors negligence.

ACCESS AND RETENTION OF RECORDS

The contractor agrees to provide the Department, Legislative Auditor or their authorized agents, access to any records necessary to determine if the contract has been complied with. The contractor agrees to create and retain records supporting the services rendered (or goods delivered) for a period of three years after either the completion date of this contract or the conclusion of any claim, litigation or exception relating to this contract taken by the State of Montana or third party.

CONFORMANCE WITH INVITATION FOR BID/PROPOSAL

No alteration in any of the terms, conditions, delivery, price, quality, quantities or specifications of the order as established by quotation from the contractor, shall be granted without prior written consent of the Purchasing Bureau. Goods delivered which do not conform to the contract terms, conditions and specifications may be rejected and returned at the contractor's expense.

State agencies will place orders directly with the contractor during regular working hours. Orders may be placed by phone and will be confirmed with a written memo or purchase order. The agency will reference the term contract number on all purchase orders or correspondence pertaining to the contract.

Revised 03/98

DRUG AND ALCOHOL TESTING PROGRAM

1.0 CONTRACT INTENT

This agreement shall provide comprehensive services for a Drug and Alcohol Testing Program (providing indefinite quantities), including but not limited to: a) development of drug and alcohol testing procedures; b) collection of drug and alcohol screen samples for State employees with a Commercial Drivers License in a safety sensitive position; c) Medical Review Services for drug screens; and d) other directly related services upon request by the State. These services shall be in conformance with this agreement, RFP 9511-N, all negotiations and best and final offer.

This agreement has been developed pursuant to stringent drug and alcohol testing requirements of; the Omnibus Transportation Employee Testing Act of 1991; Federal Highway Administration (FHWA) 49 CFR Part 40, part 382, and parts 653 and 654 (Federal Transit Administration).

For the term of the Contract, the State shall pay the contractor, as compensation of the services provided, a specified price per test according to the components of the Drug and Alcohol Testing Program, and for other services according to the attached fee schedule.

Contract Term/Renewal

The term of the contract shall be effective through 01/31/97.

The Contractor and the State, agree that the contract may, upon mutual agreement and according to the terms of the existing contract, be extended in one (1) year intervals for a period not to exceed two (2) additional years. This extension is dependent upon legislative appropriations and in no case will this contract run longer than a four (4) year period. If the State exercises such rights, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period.

Contract Modifications

The Scope of Work to be done under the contract shall be subject to modification and supplementation by written agreement of the State and the Contractor. Any such modification must be mutually agreed to by and between the State and the Contractor, and shall be incorporated in written amendments to the contract.

Contract Termination

The State, by written notice to the contractor, may at any time immediately terminate the whole or any part of this contract if the Contractor fails to:

- a. perform the services within the terms of this contract;
- b. perform any requirement of this contract;
- c. perform its contractual duties or responsibilities specified in the standards of contract performance defined in the contract; or
- d. comply with any law, regulation, or licensing/credential requirement.

2.0 STANDARD TERMS AND CONDITIONS

2.1 Venue

Any litigation involving the Contractor and the State, that may arise out of the bid, proposal or performance of a subsequent contract, shall be filed and heard in Lewis and Clark County and interpreted according to Montana law.

2.2 Access and Retention of Records

The contractor agrees to provide the Legislative Fiscal Analyst, Legislative Auditor or their authorized agents access to any records necessary to determine if the contract has been complied with. (Reference 18-1-118, MCA)

The contractor agrees to create and retain records supporting the services rendered (or goods delivered) for a period of three years after either the completion date of this contract or the conclusion of any claim, litigation or exception relating to this contract taken by the State of Montana or third party.

2.3 Assignment and Transfer

Contractor shall not subcontract or assign its obligations under this contract without prior written consent of the State and, if such subcontracting is approved, all requirements of the contract shall be binding to the subcontractor.

2.4 Indemnification

By acceptance of a contract, the Contractor agrees to be financially responsible (liable) for any audit exception or other financial loss to the State of Montana which occurs due to the negligence, intentional acts, or failure for any reason, to comply by the Contractor and/or its agents, employees, subcontractor, or representative with the terms of the contract.

The Contractor further agrees to protect, defend, and save the state, its officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, arising in favor of the Contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omission of services or in any way resulting from the acts or omission of the Contractor and/or its agents, employees, subcontractor or representative under this agreement.

2.5 Insurance Requirements

Contractor shall be required to procure and maintain for the duration of the contract, at its cost and expense, insurance against all claims for injuries to persons or damages to property including contractual liability which may

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arise from or in connection with the performance of the work performed by the Contractor, his agents, representative, employees or subcontractors under this agreement. This insurance shall cover such claims as may be caused by any act, omission, or negligence of the Contractor or its officers, agents, representatives, assigns or servant.

Professional Liability

Services delivered pursuant to an agreement which either directly or indirectly involve or require providing professional services, Professional Liability Errors and Omissions Insurance shall be required. "Professional Services" for purpose of this contract section, shall mean any services provided by a physician, psychologist, architect, or other licensed professional. Coverage shall be at a minimum of \$1 million Combined Single Limit Per Occurrence and \$3 million Aggregate Single Limit Per Occurrence.

General Liability

The Contractor's insurance coverage shall be primary insurance as respects to the State, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the State, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

General Liability coverage shall be at a minimum of \$1 million Combined single Limit Per Occurrence and \$2 million Aggregate Single Limit Per Occurrence.

Insurance is to be placed with insurers having a Best's rating of no less than A.

Automobile Liability

The Contractor's insurance coverage shall be primary insurance as respects to the State, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the State, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Automobile Liability coverage shall be at a minimum of \$1 million Combined Single Limit Per Occurrence and \$2 million Aggregate Single Limit Per Occurrence.

Contractor shall furnish the State with certificates of insurance and original endorsements affecting coverage required by these insurance clauses within ten (10) working day of receipt of a Notice of Award. The certificates and endorsements for each insurance policy are to signed by a person authorized by the insurer to bind coverage on its behalf.

THESE INSURANCE CERTIFICATES MUST NAME THE STATE OF MONTANA AS AN ADDITIONAL

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INSURED UNDER THE CONTRACTORS' POLICY.**2.6 Workers' Compensation/Independent Contractors Exemption**

Contractors are required to maintain Workers' Compensation or an Independent Contractors Exemption covering the contractor and/or employees while performing work for the State of Montana in accordance with 39-71-120/401/405 Montana Code Annotated. Neither the contractor nor its employees are employees of the State. This insurance/exemption must be valid for the entire contract period.

In addition, the Contractor will at all times comply with all applicable workers' compensation, occupational disease and occupational health and safety laws, statutes, and regulations to the full extent applicable. The Contractor's policy shall be endorsed to state that the insurer shall agree to waive all rights of subrogation against the state, its officers, officials, employees, and volunteers for losses arising from work performed by the Contractor. If the Contractor, or any subcontractor retained by the Contractor, fails to effect and maintain a program of compliance with applicable workers' compensation and occupational disease laws, statutes, and regulations and incurs fines or is required by law to provide benefits to such employees, or to obtain coverage for such employees, Contractor will indemnify the State for such fines, payment of benefits to the Contractor or subcontractor employees of their heirs or legal representatives, and/or the cost of effecting coverage on behalf of such employees. Any amount owed to the State by the Contractor pursuant to this indemnity may be deducted from any payments owed by the State to the Contractor for performance of this agreement.

2.7 Withholding of Payment for Failure to Perform

The State may, at its discretion, withhold payments to the Contractor if the Contractor does not perform in accordance with the requirements of the contract.

2.8 Civil Rights**A. Federal Authority**

The Contractor shall comply with the Civil Rights Act of 1964 (42 U.S.C. 2000d, et seq.), the Age Discrimination Act of 1975 (42 U.S.C. 6101, et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794).

B. Discrimination

Persons may not, on the grounds of race, color, national origin, creed, sex, religion, political ideas, marital status, age or disability be excluded from employment in, denied participation in, denied benefits from, or otherwise subjected to discrimination under any program or activity connected with the implementation of this contract. The Contractor shall use hiring processes

DRUG AND ALCOHOL TESTING PROGRAM

that foster the employment and advancement of qualified persons with disabilities.

2.9 CONTRACT PERFORMANCE SECURITY

Contract performance security in the amount of \$12,500 has been received by the Purchasing Bureau and will be returned to the contractor after successful completion of the contract. This security must remain in effect for the entire contract period including any extensions.

3.0 SCOPE OF WORK**3.1 Testing General**

Provide drug and alcohol testing for the State of Montana Agencies, including political subdivisions, Montana Association of Public Transportation, employees and prospective employees, in accordance with FHWA regulations 49 CFR Part 40 and Part 382, and FTA Regulation 49 CFR Parts 653 and 654.

Drug and alcohol testing shall be performed in compliance with FHWA and FTA regulations in accordance with the terms, conditions and specifications defined herein, during the term of the contract. The Contractor shall comply with all applicable medical standards, federal, state and local government safety codes, laws and regulations, relating to drug and alcohol testing.

The following functions are covered under the federal regulations and shall be performed and/or provided by the Contractor as appropriate.

Alcohol Testing	MRO Verification
Drug Testing	Blind Proficiency Testing
Random Selection	Data Management
Collection Site Management	Legally Defensible Records Management

The drug and alcohol testing program shall include, but is not limited to the following tests and procedures for the categories listed below which are covered under 49 CFR part 40:

1. Required Tests

- Pre-employment
- Reasonable suspicion
- Post accident
- Random testing
- Return to duty
- Follow-up testing

2. Other tests that may be required as appropriate.**3.2 Initial Tests**

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The initial test shall use an immunoassay which meets the requirements of the Food and Drug Administration for commercial distribution. The following initial cutoff levels shall be used when screening specimens to determine whether they are negative for these five drugs or classes of drugs.

<u>Drug</u>	<u>Initial test cutoff levels (ng/ml)</u>
Marijuana Metabolites	50
Cocaine Metabolites	300
Opiate Metabolites	300*
Phencyclidine	25
Amphetamines	1000

*25 ng/ml if immunoassay specific for free morphine

3.3 Confirmation Tests

All specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques at the cutoff levels listed in this paragraph for each drug. All confirmations shall be by quantitative analysis. Concentrations that exceed the linear region of the standard curve shall be documented in the laboratory record as "greater than highest standard curve value".

<u>Drug</u>	<u>Initial test cutoff levels (ng/ml)</u>
Marijuana Metabolites (1)	15
Cocaine Metabolites (2)	150
Opiates	
Morphine	300
Codeine	300
Phencyclidine	25
Amphetamine	
Amphetamine	500
Methamphetamine	500
(1) Delta-9-tetrahydrocannabinol-9-carboxylic acid	
(2) Benzoyllecgonine	

3.4 Chain of Custody

In all of the above categories of testing, the laboratory must supply an impeccable chain of custody to be maintained through all stages of the drug testing process so that the integrity of the evidence will be preserved.

3.5 Provided Products

Individual pre-packaging of specimen bottles, tamper evident tape and tamper evident bags shall be provided to ensure a legally defensible record of specimen transfer from initial collection to arrival at the laboratory. The laboratory must follow the Department of Transportation Guidelines for drug testing and the Department of Health and Human Services standards.

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The Contractor shall provide and utilize FDA approved split sample collection kits and all medical supplies associated with the collection of urine specimens, including, but not limited to urine collection kits and dot chain of custody forms.

3.6 Courier Collection

The Contractor shall provide a courier as appropriate to pick up all specimens at the designated medical clinic or other collection locations on a daily basis. The Contractor shall provide a courier service that has been trained on State drug testing collecting procedures. Courier service shall be provided as the Contractor's expense if the Contractor chooses to utilize this type of service.

4.0 **CONTRACT REQUIREMENTS**

4.1 Random Drug Screens

Federal law requires that random drug screens be conducted for at least 50% of the employees with a Commercial Drivers License (CDL) on an annual basis.

4.2 Specimen Collection

The Contractor shall provide primarily collection sites for collecting and storing of urine specimens and testing for alcohol off-site from State work sites, and ensure confidentiality. Collection sites should be located within 30 minutes of the State work sites (previously provided) In remote areas where collection facilities are not within 30 minutes, the Contractor may use a mobile collection vehicle or on-site collection facilities if all conditions of privacy, confidentiality and chain of custody are met in accordance with 49CFR40.25..

Collection and testing sites must be acceptable to the State and be mutually agreed upon the State and the Contractor before the collection site can become a permanent collection site for the contract period.

Collection facilities shall provide scheduled service Monday through Friday, five (5) days per week, for a minimum of eight (8) consecutive hours per day with hours between 7:00 AM through 7:00 PM. The Contractor shall also provide specimen collection for post-accident and reasonable suspicion testing on an as-needed basis.

Collection site personnel shall be trained in compliance with 49 CFR Part 40 and shall be regularly engaged in the business of providing the required controlled substances and alcohol testing. The facilities engaged in the testing shall have a temperature controlled environment and provide an adequate waiting room for employees.

The employees shall not be required to wait more than 30 minutes from check in for the scheduled test to begin. Post accident tests shall begin within fifteen (15) minutes of the employee's arrival at the collection site. The

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Contractor shall provide adequate free parking near the facility.

The Contractor shall provide over night transportation for all specimens to the appropriate testing laboratory.

The Contractor shall submit blind performance test specimens to the laboratory in accordance with Federal regulations.

Collection sites for alcohol testing shall have trained Breath Alcohol Technicians (BAT) meeting FHWA regulations. Evidential breath testing (EBT) devices must meet the specifications of the National Highway Safety Administration conforming products lists and test procedures must conform to FHWA regulations.

4.3 Laboratory Services

The laboratory utilized by the Contractor shall be currently certified by DHHS/SAMSHA. The date of certification and proof of certification by DHHS has be submitted to the State.

The laboratory shall test and store specimens (primary and split specimens) in equipment that meets DOT regulation.

The laboratory shall maintain pertinent records for the appropriate period of time to comply with FHWA and FTA regulations, and shall supply such records to the State upon written request.

Detection limits shall comply with DOT regulations and the laboratory shall notify participating employer and employee. Quantification of positive tests will be available to the employee under circumstances cited in 49CFR40.29.

Report confirmed positive and negative test results for controlled substances to the employer within 48 hours of receipt of the specimen by the laboratory.

The laboratory shall prepare monthly summaries of urinalysis, quarterly statistical reports to each participating employer in the consortium, and prepare analytic results for employer drug testing programs when requested by DOT, according to DOT regulations.

The laboratory shall have a quality control program in accordance with DOT regulations.

4.4 Medical Review Officer (MRO) Services

The Contractor shall provide, as part of their services, a Certified Medical Review Officer (MRO). The MRO shall be a licensed physician with knowledge of substance abuse disorders and has appropriate medical training necessary to interpret and evaluate controlled substances test results.

The MRO shall be certified by one or more of the three recognized MRO authorities. These are the American Association of Medical Review Officers,

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The American Society of Addiction Medicine, or the American College of Occupational and Environmental Medicine.

Positive test results shall be provided to the State program administrator or designee immediately upon confirmation by the MRO, but not later than 48 hours after receipt of the specimen by the laboratory.

4.5 Confidentiality

The laboratory shall maintain strict confidentiality of all test results in accordance with 49 CFR Part 382, Subpart D of the DOT regulations. This confidentiality shall be maintained at all times and demonstrated by:

- a. Storing all specimens that test verified for drugs in a secure locked freezer for one (1) year, or as required by law. Evidence shall be stored in the original specimen container in which it arrived in order to guard against claims of improperly conducted testing.
- b. Storing test results and chain of custody documents for five years or as required by law, in a secure area, complying with legal requirements.
- c. Reporting test results to the participating employer or designee via a confidential teleprinter or other means, as appropriate, on a daily basis.
- d. Any specimen that has a chain of custody problem is tested only with prior approval from the participating employer.

4.6 Alcohol Testing Requirements

The Contractor shall provide alcohol testing in accordance with 49 CFR Part 40 Subpart C. The Contractor shall provide all necessary equipment, personnel and materials for breath testing at the locations where testing is to be conducted.

The Contractor's random selection plan for alcohol testing must include fifty percent (50%) of the employees selected for random drug tests to also be subject to an alcohol test.

4.7 Reports

All drug/alcohol test results shall be forwarded to the participating employer's contact or designee on a daily basis via a Contractor-provided confidential teleprinter, or other means as appropriate.

The Contractor shall ensure that all drug/alcohol tests have a maximum of 48 hours turn-around time for test results. The Contractor shall also provide timely reports, upon employer request, to satisfy DOT audit requirements.

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4.8 Consultation Services

The Contractor shall be required to provide training and consultation services on an as-needed basis to the participating employers in the following areas:

- a. The Laboratories' corporate account manager (or designee) must be available to the participating employers on a daily basis, to answer questions and resolve problems. The Contractor shall bill each participating employer separately for testing and recordkeeping services rendered.
- b. Provide expert testimony on all laboratory testing procedures in cases of litigation or arbitration on an as-needed basis by the participating employers.
- c. Upon request, prepare a litigation package to include copies of all chain of custody documents, batch specimen review sheets, GC/MS data review file (graphic charts), resumes and credentials of all technicians involved in testing of specimens, laboratory testing reports to include the initial immunoassay screen and the conformation gas chromatography/mass spectrometry test.

*Consultation services shall be provided by the Contractor only on a pre-approved basis at the request of the participating employer or designee. Reasonable travel and/or miscellaneous expenses shall be reimbursed to the Contractor as applicable.

4.9 Record Retention

The Contractor shall maintain records, documents and other files directly related to the performance of work under this agreement in accordance with DOT regulations and accepted professional practice and appropriate accounting procedures.

- A. Records to be maintained one (1) year:
 1. Records of test results less than 0.02 for alcohol.
 2. Records of verified negative drug test results.
- B. Records to be maintained for two (2) years:
 1. Records related to the collection process, except calibration of evidentiary breath testing devices.
 2. Documents relating to random selection process.
- C. Records to be maintained for five (5) years:
 1. Alcohol test results greater than 0.02.
 2. Verified positive results.
 3. Refusals to submit to alcohol and controlled substance tests.

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4. Calibration data on evidential breath testing devices (EBT).
5. Substance abuse professional's evaluations and referrals.
6. Annual summaries.

5.0 CONTRACT PRICING STRUCTUREONGOING ADMINISTRATIVE SERVICES:

Database management forms -	Included
Data entry -	Included
Drug testing plan and policy -	Included
Random selection (individual pool, Montana pool or pooled with all DOT/FHWA) -	Included
Quarterly statistical reporting -	Included

DRUG TESTING SERVICES:

Overnight transport of specimen -	Included
Test kits -	Included
Set-up of collection sites in your areas (does not include the cost of collection -	Included
Set-up of "on-site" collection at your facilities (does not include the cost of collection -	Included
SAMHSA certified lab analysis (all lab fees for test procedures as required by DOT/NIDA) -	Included

MEDICAL REVIEW OFFICER (MRO) SERVICES:

Medical Review Officer -	Included
Medical Review Officer reports	Included
"After hours" contact with employees -	Included
Medical Review Officer referrals -	Included
Blind sample compliance -	Included
Expert witness testimony -	Included

SUBSTANCE ABUSE PROFESSIONAL (SAP)

Referral to SAP -	Included
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ALL INCLUSIVE DRUG TESTING PROGRAM (DOT panel)

<u>TOTAL COST PER TEST -</u>	\$20.50*
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Note: does not include collection site fee

ALL INCLUSIVE TESTING PROGRAM (non-DOT)

<u>TOTAL COST PER TEST -</u>	\$20.50**
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**This rate includes MRO review.

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Non-DOT tests are usually "DOT look-a-likes"
but can include additional drugs (up to 10).

COLLECTION SITE FEE FOR DRUG/URINE COLLECTION - \$20.00

COLLECTION SITE FEE FOR ALCOHOL (EBT) TESTING - \$31.00

These are medical facilities located throughout Montana (refer to enclosed list of collection sites).

Fees include collections for primary and secondary split specimens and screening and confirmation EBT testing.

COLLECTION FEE FOR "ON SITE" DRUG/URINE COLLECTIONS - \$35.00*

COLLECTION FEE FOR "ON SITE" EBT BREATH ALCOHOL TESTING - \$35.00*

On site collection fees include both primary and secondary split specimens and screening and confirmation EBT testing, conducted at the State's work sites.

* Minimum worksite set-up charges of \$125.00 apply. Minimum worksite collection charges refer to the minimum charge assessed to provide worksite service. If collection charges are greater than the minimum charge, the client will only be charged for the actual collections performed. If collection charges are less than the minimum, the client will be billed at the minimum worksite rate of \$125.00.

EMPLOYEE ASSISTANCE PROGRAM:

24 hour drug abuse "Hotline" posters -	Included
Employee ID cards -	\$.05/
pre-printed -	\$0.25/
Drug abuse awareness booklets -	\$1.00/
Audio (1 hour) EAP training cassette -	\$5.00/

SUPERVISOR AND EMPLOYEE TRAINING (on site):

Initial training, sites to be identified by State -	\$100.00/day
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SUPERVISORY TRAINING (VIDEO) PROGRAM - \$300.00*

* Video training tape can be rented for \$45.00/10 days

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EMPLOYEE TRAINING VIDEO - \$149.00

"THE DRUG TEST MANAGER" SOFTWARE - \$249.00*

* Price includes annual upgrade, new MIS reporting
format and alcohol record keeping.

"CAB KITS" FOR VEHICLES TRAVELING LONG DISTANCES
OR LATE HOURS - \$4.00/kit*

* Although these are recommended, they are not necessary
to fulfill the DOT requirements.